



# LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Office: Treasurer

| Position: Deputy Treasurer

Customer Service Rep

Who May Apply: All Qualified Applicants

Employment Status: Regular Full-Time

Salary Range: Grade 15: \$2,901 – \$3,904/mo.

Posting Opens: 06/10/2016

Posting Closes: 06/24/2016 at 4:00 p.m.

## DEPARTMENT / OFFICE

This position is located at:

Treasurer's Office

351 NW North St.

Chehalis, WA 98532

## POSITION SUMMARY

Under close supervision, provides customer service on behalf of the Lewis County Treasurer's; performs a variety of service and support functions related to departmental operations.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

**Lewis County Treasurer**

**351 NW North Street**

**Chehalis, WA 98532**

*or*

**Human Resource Department RM 023**

Application packets may be requested by calling (360) 740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by 4:00 p.m. on the closing date of the posting.

*County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.*

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who can perform the essential functions and possess knowledge, skills and abilities as identified in the job description.

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note:** **ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

All application materials must be received in the Treasurer's office by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to [michelle.stewart@lewiscountywa.gov](mailto:michelle.stewart@lewiscountywa.gov) providing a signed hard copy follows within 5 business days.

## MINIMUM REQUIREMENTS

- Associate's Degree (4 years' experience may be used in lieu of education as outlined in Section 2.0 of the Lewis County Handbook)
- Two (2) year's customer service and/or general office experience
- A valid Driver's License is required
- Must be bondable
- Proof of eligibility to work in the United States
- Ability to speak, read, and write the English language effectively
- Cashiering/banking experience preferred

**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.